

HUMBOLDT STATE UNIVERSITY  
ACADEMIC SENATE

**Resolution on Changes to Appendix J Section V.E.2 Related to the Organization of the Working  
Personnel Action File (WPAF)**

#07-07/08-FA – January 29, 2008

RESOLVED: That the Academic Senate of Humboldt State University recommend that Section V.E.2 of Appendix J be revised as follows:

2. Materials shall be in one or more three ring binders with ~~940~~ tabbed sections. Material in each section shall be in reverse chronological order, most recent material first.
  - a) Section 1 - Index of materials submitted for evaluation. 15.9
  - b) Section 2 - Pertinent documents concerning original appointment, subsequent retention, tenure and promotion; evaluations of leaves intended to count as time in academic rank; and clarification of the terminal degree status if not readily apparent. Tenured faculty need not include data from before their last promotion.
  - c) Section 3 - Initiating unit and college personnel policies and procedures, and Department/Unit RTP Criteria and Standards.
  - d) Section 4 - Personnel Data Sheet (PDS) and Professional Development Plan (PDP).
  - e) Section 5 - Evaluation materials provided by evaluating committees and administrators rather than the candidate. 15.12a
  - f) ~~Section 6— Collegial letters, including those from administrators and staff.~~  
Section 6 – Evaluative letters that address areas of performance from faculty and professional colleagues (on and off campus), administrators, staff, and other relevant individuals (non-students).
  - g) Section 7 - Evidence of teaching effectiveness/librarianship/counseling effectiveness (in addition to collegial letters).
    - (1) Student letters, identified by name. 15.16b
    - (2) ~~Summaries of s~~Student evaluations data (not the original forms) collected as part of the classroom student evaluation process. 15.16a.
    - (3) Any other relevant evidence.
  - h) Section 8 — Non-evaluative eEvidence of scholarly/creative activities. ~~ship/ and creative activities.~~
    - (1) ~~Letters evaluating this activity placed in Section 6.~~
    - (2) ~~Other relevant evidence.~~
  - i) Section 9 — Non-evaluative eEvidence of service, ~~to the University and profession.~~
    - (1) ~~Letters evaluating this activity placed in Section 6.~~
    - (2) ~~Other relevant evidence.~~
  - j) ~~Section 10— Evidence of service to the community~~
    - (1) ~~Letters evaluating this activity placed in Section 6.~~
    - (2) ~~Other relevant evidence.~~

**RATIONALE:** *The recommended changes reflect the revisions to Appendix J that were approved May 2007, that reduced the non-teaching areas of performance from three to two. In addition, these recommended changes clarify the types of evidence that should be included in each section.*

PASSED – January 29, 2008

## Merry Schellinger

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**From:** Rollin Richmond [rollinr@humboldt.edu]  
**Sent:** Tuesday, March 11, 2008 2:08 PM  
**To:** Merry Schellinger; Mark Larson  
**Cc:** Bob Snyder; Mary Greta; Patty Lindley  
**Subject:** Feb 13th memorandum

Merry: Thanks for the summary of Senate decisions. Here is my response:

Resolution (#07-07/08-FA) I approve the changes in the organization of the WPAF.

Mark: I am prepared to delay making the changes in the UBC suggested by the *ad hoc* Budget Review Task Force until the Senate has the time to review the recommendations. I suggest we set a deadline of May 1, 2008 for your recommendations to me. Let me know if you object.

Thanks all, Rollin

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